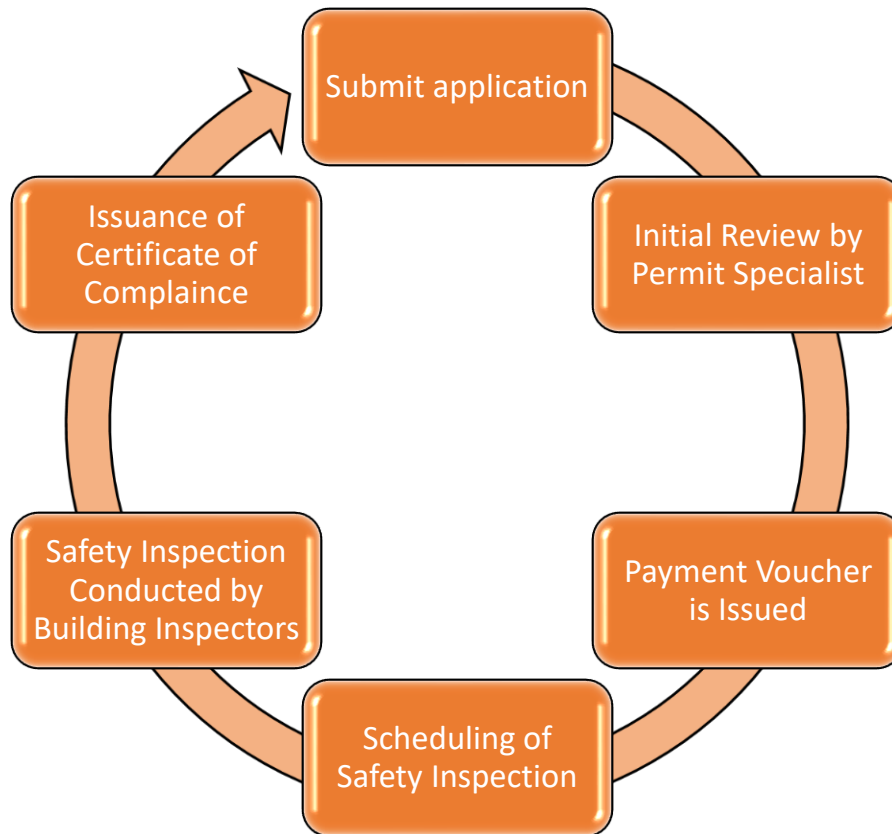


Annual Certificate of Compliance Permit Flowchart

Department of Public Works, Building Safety Code Division



§ 155-10.1-335 Annual Certificate of Compliance (CoC)

Any commercial or residential occupancy is required to secure an annual inspection of its premises for compliance with the Building Safety Code and fitness of the structure for its intended commercial purpose. A Certificate of Compliance must also be secured whenever there is a change of use or occupancy.

Below are the steps involved in renewing a Certificate of Compliance:

1. Review Requirements

- Understand the renewal requirements specified in § 155-10.1-335 Annual Certificate of Compliance regulations governing your commercial or residential space.
- For new businesses, Zoning Clearance is required.
- Residential units used as rentals and bed and breakfast establishments must comply.

2. Preparation

- Gather all necessary documentation and information required for the renewal application. This could include:
 - Updated business license
 - Lease/rental agreement
 - Zoning permit/clearance
 - Copy of expired Certificate of Compliance
 - Floor layout with measurements
 - Fire permit
 - Site map

3. Application Submission

- Obtain the renewal application form from the DPW Building Safety Code Division.
- Complete the application form accurately and provide all requested documentation.
- Fees are assessed based on the intended use of the commercial space.

4. Review Process

- The Permit Specialist will review your renewal application and supporting documents to ensure continued compliance with applicable laws, regulations, and standards.
- BSC Inspectors will conduct a safety inspection, which includes checking vents/hoods, smoke detectors, electrical panels, exposed wires, propane gas, fire extinguishers, and egress.

5. Possible Corrections or Modifications

- If any deficiencies or issues are identified during the review process, you may be required to address these and provide additional information or corrective actions.
- The time allotted to address deficiencies will be determined by BSC inspectors.

6. Approval

- If your renewal application meets all requirements and compliance standards, the authority having jurisdiction will approve the renewal of the Certificate of Compliance.

7. Issuance of Renewed Certificate

- Once approved, the Permit Specialist will issue a Certificate of Annual Compliance within 5 days of a successful inspection.
- The Certificate shall be posted in a conspicuous place.

8. Compliance with Conditions

- Ensure that any conditions or requirements specified in the renewed Certificate of Compliance are met and maintained throughout the validity period.

9. Record Keeping

- Keep copies of the renewed Certificate of Compliance and related documents for your records and potential future audits or inspections.
- All commercial operators must schedule an annual inspection to renew a Certificate of Compliance at least 30 calendar days but no less than 10 calendar days prior to expiration.
- Failure to secure a Certificate of Compliance raises issues of non-habitability and will lead to the revocation of any existing Building Occupancy Permit.